DOCUMENT RESUME

ED 162 593 HE 010 713

AUTHOR	Salisch, Marc S., Ed.
TITLE	Tuition Assistance Programs for Employees of Major Companies and Agencies in Northeastern New York State.
INSTITUTION	Council for the Advancement of Lifelong Learning, Latham, New York.
PUB DATE	Jul 78
NOTE	97p.
AVAILABLE FROM	Council for the Advancement of Lifelong Learning, P.O. Box 489, Latham, New York 12110 ($1.50 plus $.92 postage)
EDRS PRICE	MF-$0.83 Plus Postage. HC Not Available from EDRS.
DESCRIPTORS	*Adult Students; *Directories; *Employers; Financial Support; Higher Education; *Student Financial Aid; *Training Allowances; *Tuition Grants
IDENTIFIERS	New York

ABSTRACT

Information is presented on 141 public and private employers based on a survey of over 1,000 major employers in 14 counties of Northeastern New York State. This publication is designed to increase awareness and utilization of tuition assistance provided by these employers and can be used by the staff of colleges and other educational institutions who work primarily with adults. Information is presented on federal, state, and local government agencies, nonprofit and human service agencies, and private employers. (SW)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED162593

HE 010 713

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

"PERMISSION TO REPRODUCE THIS MATERIAL IN MICROFICHE ONLY HAS BEEN GRANTED BY

Council for the Advancement of Public Two-Year Colleges

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

HE

TUITION ASSISTANCE

Programs For Employees

Tuition Assistance Programs for Employees

OF MAJOR COMPANIES AND AGENCIES
IN
NORTHEASTERN NEW YORK STATE

PUBLISHED BY

COUNCIL FOR THE ADVANCEMENT OF LIFELONG LEARNING
P.O. BOX 489
LATHAM, NEW YORK 12110

SUPPORT FOR THIS PUBLICATION HAS BEEN
PROVIDED BY A GRANT UNDER TITLE I OF THE HIGHER EDUCATION ACT
OF 1965 ADMINISTERED BY THE STATE EDUCATION DEPARTMENT

COST $1.50

JULY 1978

CONTENTS

	Pages
Introduction	I
Participating Agencies and Employers	II & III
A. Federal Agencies	A1 - A6
B. State Agencies	B1 - B26
C. Local Government Agencies	C1 - C8
D. Non-Profit and Human Service Agencies	D1 - D13
E. Private Employers	E1 - E28
Feedback Form	

INTRODUCTION

This publication was undertaken by CALL to heighten awareness and increase utilization of tuition assistance provided by employers in Northeastern New York State. As this publication clearly indicates many employers are willing to support the further education of their employees. Despite the availability of such support, the use of this tuition assistance by employees is quite low. The dissemination of this information in directory form is perhaps one means of increasing tuition assistance utilization. Hopefully this publication will help some of those adults who have indicated that lack of money is a major barrier to continuing their education.

This publication was designed to be used by the staff of colleges and other educational institutions who work primarily with adults. It will also be a useful tool for the growing number of agencies and organizations becoming involved in advising and counseling adults about their careers and education.

The information contained in this directory on 141 employers, both public and private, was the result of a survey of over 1,000 major employers in the 14 counties comprising Northeastern New York State. Responses were received from over 300 of those employers; half of whom indicated that they offered some form of tuition assistance to their employees. The majority of them agreed to being listed in this publication. The detailed results of this survey are available in a research report, "A Study of Tuition Assistance Programs Offered by Major Employers in Northeastern New York State".

Though there were many people who contributed to this publication, particular appreciation must be expressed to Michael Callahan of the CALL staff. The publication would not have been possible without the support of the Grants Administration Unit of the New York State Education Department who funded it through a grant under Title I of the Higher Education Act of 1965.

This publication is one of a series of publications produced by CALL to help improve access to continuing higher education in this region of New York State. Information on these publications, research studies and other activities of CALL are available on request. We would welcome your comments and reactions to this publication and encourage suggestions on how CALL and the 24 participating colleges can better serve the educational needs of adults in our region.

Marc S. Salisch

July 1978

Marc S. Salisch
Executive Director

PARTICIPATING AGENCIES & EMPLOYERS

A. Federal Agencies

Civil Service Commission
380th Combat Spt Gp
Federal Highway Administration
General Services Administration
Health, Education & Welfare-Social Security Administration
Immigration & Naturalization Service
Internal Revenue Service
Labor OSHA, Department of

B. State Agencies

All Agency Programs
Aging, Office of
Agriculture & Markets, Department of
Alcoholism & Substance Abuse, Office of
Audit & Control, Department of
Banking, Department of
Budget, Division of
Civil Service, Department of
Commerce, Department of
Correctional Services, Department of
Criminal Justice Services, Division of
Court Administration, Office of
Education Department
Energy Office
Elections, State Board of
Environmental Conservation, Department of
Executive Chamber
General Services, Office of
Health, Department of
Insurance, Department of
Labor, Department of
Mental Health, Office of
Mental Retardation & Developmental Disabilities
Military & Naval Affairs, Division of
Motor Vehicles, Department of
Parks & Recreation, Office of
Police, State
Probation, Division of
Public Employee Relations Board
Public Service, Department of
Research Foundation of the State of New York
Senate, State of New York
Social Services, Department of
State, Department of
State University of New York
Tax & Finance, Department of
Teachers, Retirement System
Thruway Authority
Transportation, Department of
Vocational Rehabilitation
Welfare Research, Inc
Youth, Division for

C. Local Government Agencies

Adirondack Community College
Albany, City of
Albany, County of
Altamont, Village of
Clinton Community College
Cohoes, City of
Guilderland, Town of
Long Lake, Town of
Richmondville, Town of
Saratoga County
Schenectady, City of
Schenectady, County of

D. Non-Profit and Human Service Agencies

Adventist Nursing Home
Albany Medical College
Blue Cross of Northeastern New York
Civil Service Employees Association
Columbia Memorial Hospital
Community Hospital
Girl Scouts of USA
Hallmark Nursing Home
Highgate Manor of Rensselaer
Leonard Hospital
New York State Nurses Association
Professional Insurance Agents
Rensselaer Polytechnic Institute
Russell Sage College
The Salvation Army
Saratoga Hospital
Siena College
Skidmore College
St Peter's Hospital
Teresian House
Trudeau Institute, Inc
Union College

E. Private Employers

Addressograph Multigraph Corporation
Adirondack Steel Casting Company, Inc
Adirondack Trust Company
Aetna Life & Casualty
Albany International Corporation
Al Tech Specialty Steel Corporation
Amsterdam Printing & Lithography Corporation
BASF Wyandotte Corporation
Bank of New York
Bendix Friction Materials Inc
Central National Bank, Canajoharie
Clev Pak Specialty Packaging, Inc
COLECO Industries
Cranberry Bog Restaurant, Inc
Crellin Plastics, Inc
Denby Stores, Inc
Farm Family Insurance Company
Faultfinders Inc
Firestone Tire & Rubber Company
Garden Way Manufacturing Company
General Foods Corporation
General Telephone of Upstate New York
Golub Corporation
Grand Union Company
Helmont Mills
Honeywell
Huyck Felt Company
Intermagnetics General Corporation
Interpace Corporation
Lehigh Portland Cement Company
Liberty Mutual Insurance Company
Lifesavers Inc
Macy's
Manning Paper Company
Mohawk Furniture Company
National Catheter Company
New York Telephone
Nashua Corporation
NIBCO of New York
Norton Company, CAD
Ottaway Newspapers Inc
Pioneer Savings Bank
Pitney Bowes Inc
Prudential Insurance Company
Ramada Inn
Rist Frost, Associates
Schenectady Trust Company
Scott Paper Company
Southworth Machinery Inc
Sterling-Winthrop Research Institute
Stiefel Laboratories
L A Swyer
N A Taylor Company
Terbush & Powell
Union Camp Corporation
Walter Motor Truck Company
West End Federal Savings & Loan Association
White Mop Wringer Company

A. Federal Agencies

CIVIL SERVICE COMMISSION

CONTACT: Mr. George Decker
Federal Job Information and Testing Center
U.S.P.O. & Courthouse, P.O. Box 1862
Albany, NY 12201 (518) 472-3313

ELIGIBLE: All employees.

PAYMENT PLAN: Tuition assistance payment made upon successful completion of the course.

TYPE OF COURSES: Job-related and training courses.

380TH COMBAT SPT GP

CONTACT: Ms. Carole A. Meccico
Training Officer
380CSG/DPC
Civilian Personnel Office
Plattsburgh AFB, NY 12903 (518) 565-5505

ELIGIBLE: Civil service employees with one year of service.

LIMITS: One course per semester.

PAYMENT PLAN: Tuition assistance is payable only directly to the educational institution upon completion of course.

TYPE OF COURSES: Job-related.

-f-

FEDERAL HIGHWAY ADMINISTRATION

CONTACT: Mr. Daniel M. Foley
Personnel Officer
Personnel Office, Rm. 729
Leo W. O'Brien Federal Building
Albany, NY 12207 (518) 472-4242

ELIGIBLE: Employees with one year of service.

LIMITS: Three courses per year.

PAYMENT PLAN: Tuition assistance payment made upon registration for course.

TYPE OF COURSES: Job-related.

GENERAL SERVICES ADMINSTRATION

CONTACT: Mr. Horst E. Mueller
Regional Personnel Officer
Personnel Division
26 Federal Plaza
New York, NY 10007 (212) 264-3918

ELIGIBLE: Employees with one year of service unless the course is required by the administration.

TYPE OF COURSES: Job-related, college credit courses.

HEALTH, EDUCATION AND WELFARE - SOCIAL SECURITY ADMINISTRATION

CONTACT: G. Hameline
Assistant Manager
Leo W. O'Brien Building
1 Clinton Avenue
Albany, NY 12207 (518) 472-7645

ELIGIBLE: All employees.

LIMITS: Courses cannot be taken during business hours.

PAYMENT PLAN: Tuition and fee payments are made directly to the school(s).

TYPE OF COURSES: College credit and non-credit; professional organization seminars; and job-related.

IMMIGRATION & NATURALIZATION SERVICE

CONTACT: Lesley Larson
Training Officer
Federal Building
Burlington, Vermont (802) 862-6501 Ext. 6398

ELIGIBLE: All employees are eligible but priority goes to lower grades.

LIMITS: One course per semester; 50% of tuition costs, NTE $75.

PAYMENT PLAN: Tuition assistance payment made upon registration for course.

TYPE OF COURSES: High school completion; college credit and non-credit; adult education; personal growth,;professional organization seminars; job-related courses.

INTERNAL REVENUE SERVICE

CONTACT: Mr. Donald Roberts
District Training Officer
Clinton Avenue and North Pearl St.
Albany, New York 12207 (518) 472-2425

ELIGIBLE: Because assistance is provided for certain specific programs, eligibility varies with each program.

LIMITS: Varies with program.

PAYMENT PLAN: Tuition assistance payment upon completion of course, in some cases upon registration for course.

TYPE OF COURSES: Job-related.

LABOR OSHA, DEPARTMENT OF

CONTACT: Mr. David M. Bernard
Area Director
Leo W. O'Brien Federal Building
Albany, New York 12207 (518) 472-6085

ELIGIBLE: All employees.

LIMITS: None.

PAYMENT PLAN: Tuition assistance payment made upon completion of course.

TYPE OF COURSES: Job-related.

B. State Agencies

ALL AGENCY PROGRAMS

STATE - CSEA EMPLOYEE BENEFITS - TUITION SUPPORT PROGRAM

ELIGIBLE: ALL STATE EMPLOYEES IN POSITIONS DESIGNATED BY THE PUBLIC EMPLOYEE RELATIONS BOARD TO BE IN ONE OF THE FOUR NEGOTIATED UNITS REPRESENTED BY CSEA.

LIMITS: 50% REIMBURSEMENT PER COURSE AND UP TO $300 PER YEAR.

PAYMENT PLAN: TUITION ASSISTANCE PAYMENT UPON COMPLETION OF COURSE.

TYPES OF COURSES: COLLEGE CREDIT AND NON-CREDIT, WORKSHOPS, REFRESHER COURSES, CORRESPONDENCE COURSES, AND JOB-RELATED.

CONTACT: DESIGNATED PERSONNEL/TRAINING REPRESENTATIVE IN EACH AGENCY.

MANAGEMENT CONFIDENTIAL

ELIGIBLE: ALL STATE EMPLOYEES IN POSITIONS DESIGNATED BY THE PUBLIC EMPLOYEE RELATIONS BOARD AS MANAGEMENT CONFIDENTIAL.

LIMITS: VARIES. SET BY AGENCY LEVEL PRIORITIES.

PAYMENT PLAN: TUITION ASSISTANCE PAYMENT IS MADE UPON COMPLETION OF COURSE.

TYPE OF COURSES: COLLEGE CREDIT, PROFESSIONAL MANAGEMENT SEMINAR, JOB-RELATED, AND OTHER PROGRAMS UPON APPROVAL OF THE AGENCY.

CONTACT: DESIGNATED PERSONNEL/TRAINING REPRESENTATIVE IN EACH AGENCY

AGING, OFFICE OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Mr. Michael DiPaolo
Administrator for Manpower, Education, and Training
Agency Building 2
Empire State Plaza
Albany, NY 12223 (518) 474-5041

ELIGIBLE: All employees

LIMITS: 50% of tuition

PAYMENT PLAN: 50% reimbursement of tuition upon completion of the course.

TYPE OF COURSES: High school equivalency, college credit and non-credit, adult education, personal growth, and job-related.

AGRICULTURE AND MARKETS, DEPARTMENT OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Ms. Nancy Churchill
Training Technician
Building #8, State Campus
Albany, NY 12235 (518) 457-2952

ELIGIBLE: Union members and management confidential.

LIMITS: 50% - 100% of tuition.

PAYMENT PLAN: Varies. 100% upon registration or 50% - 75% upon completion of course depending upon program.

TYPE OF COURSES: High school completion, college credit and non-credit, adult education, personal growth, professional organization seminars, job-related.

ALCOHOLISM & SUBSTANCE ABUSE, OFFICE OF

Employees are eligible for the Employees Benefits Tuition Support and the Management Confidential Program. See the program descriptions at the beginning of the State Agencies Section.

CONTACT: Terry Ketterer
Personnel Administration Trainee
Box 8200
Albany, NY 12203

AUDIT AND CONTROL, DEPARTMENT OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. See the program descriptions at the beginning of the State Agencies Section.

CONTACT: Mr. George Ayers
Sr. Personnel Administrator
Personnel, 9th Floor
Alfred E. Smith Office Building
Albany, NY 12236 (518) 474-2389

CORRECTIONAL SERVICES, DEPARTMENT OF

Employees are eligible for the Employees Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Mr. John Matoon
Supervisor of Management and Development
1134 New Scotland Avenue
Albany, NY 12208 (518) 457-5930

ELIGIBLE: All employees.

LIMITS: $300 and/or 50% of the tuition.

PAYMENT PLAN: Tuition assistance payment made upon completion of course and receipt of a grade.

TYPE OF COURSES: College credit courses.

CRIMINAL JUSTICE SERVICES, DIVISION OF

Employees are eligible for the Employees Benefits Tuition Support and the Management Confidential Program. See the program descriptions at the beginning of the State Agencies Section.

CONTACT: Mr. Keven Ruff
Associate Personnel Administrator
Stuyvesant Plaza
Albany, NY 12203 (518) 257-6110

COURT ADMINISTRATION, OFFICE OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. See the program descriptions at the beginning of the State Agencies Section.

CONTACT: Ms. Esther Alteras
Education and Training Coordinator
270 Broadway
New York, NY 10007 (212) 488-2781

CORRECTIONAL SERVICES, DEPARTMENT OF

Employees are eligible for the Employees Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Mr. John Matoon
Supervisor of Management and Development
1134 New Scotland Avenue
Albany, NY 12208 (518) 457-5930

ELIGIBLE: All employees.

LIMITS: $300 and/or 50% of the tuition.

PAYMENT PLAN: Tuition assistance payment made upon completion of course and receipt of a grade.

TYPE OF COURSES: College credit courses.

CRIMINAL JUSTICE SERVICES, DIVISION OF

Employees are eligible for the Employees Benefits Tuition Support and the Management Confidential Program. See the program descriptions at the beginning of the State Agencies Section.

CONTACT: Mr. Keven Ruff
Associate Personnel Administrator
Stuyvesant Plaza
Albany, NY 12203 (518) 257-6110

COURT ADMINISTRATION, OFFICE OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. See the program descriptions at the beginning of the State Agencies Section.

CONTACT: Ms. Esther Alteras
Education and Training Coordinator
270 Broadway
New York, NY 10007 (212) 488-2781

EDUCATION DEPARTMENT

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. In addition this office administers a speical program described below.

CONTACT: Mr. William Getz
Training Supervisor
1066 EBA
Washington Avenue
Albany, NY 12234 (518) 474-8591

There have been no funds for the past five years but a policy does exist. Policy presently applies to management confidental employees.

ENERGY OFFICE

Employees are eligible for the Employees Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Ms. Georgia Gray
Assistant Director of Administrative Services
Agency Building 2
Empire State Plaza
Albany, NY 12223 (518) 474-7761

LIMITS: None.

PAYMENT PLAN: Usually tuition assistance payment is made upon receipt of specific grade.

TYPE OF COURSES: High school completion, college credit and non-credit, job-related, adult education, professional organization seminars, and spacial energy training programs.

ELECTIONS, STATE BOARD OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. See the program descriptions at the beginning of the State Agencies Section.

CONTACT: Mr. Richard J. Murray
Administrative Officer
Empire State Plaza
Agency Building #2, 7th Floor
Albany, NY 12223 (518) 474-6336

ENVIRONMENTAL CONSERVATION, DEPARTMENT OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Mr. John G. Lee
Director of Training
50 Wolf Road
Albany, NY 12233 (518) 457-6303

ELIGIBLE: Any employee matriculating in an Engineering Program at the Bachelor (undergraduate) level.

LIMITS: 100% tuition up to $500 per semester. Only two courses per semester.

PAYMENT PLAN: Tuition assistance payment made upon receipt of specific grade.

TYPE OF COURSES: College credit courses.

EXECUTIVE CHAMBER

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Ms. Eleanor Buckley
Training Officer
State Capitol
Albany, NY 12226 (518) 474-8045

ELIGIBLE: All management confidential employees.

LIMITS: $300 per year.

PAYMENT PLAN: Tuition assistance payment is made upon receipt of letter grade "C" or better.

TYPE OF COURSES: College credit and job-related.

GENERAL SERVICES, OFFICE OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Ms. Betty M. Film
Supervisor of Staff Development
40th Floor - Tower Building
Empire State Plaza
Albany, NY 12242 (518) 474-7199

ELIGIBLE: All employees.

LIMITS: No more than two courses may be taken simultaneously.

PAYMENT PLAN: 50% - 100% tuition assistance payment paid to employee while enrolled in the course. Reimbursement amounts vary according to the relationship of the course to the employee's job.

TYPE OF COURSES: Job-related and college credit courses.

HEALTH, DEPARTMENT OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. See the program descriptions at the beginning of the State Agencies Section.

CONTACT: Sr. Training Technician
Empire State Plaza
Tower Building, Rm. 764
Albany, NY 12223 (518) 474-8555

INSURANCE, DEPARTMENT OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Mr. Jan Goorsky
Director of Personnel
2 World Trade Center
New York, NY 10047 (212) 488-4650

ELIGIBLE: All employees.

LIMITS: $300 and/or 50% of tuition per employee per year.

PAYMENT PLAN: Tuition assistance payment is made upon receipt of specific grade.

TYPE OF COURSES: College credit and non-credit, job-related, adult education, and personal growth.

LABOR, DEPARTMENT OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Training Officer
State Campus
Building 12, Rm. 548
Albany, NY 12240 (518) 457-7442

ELIGIBLE: All employees with one year of state service.

LIMITS: 6 credit hours.

PAYMENT PLAN: Tuition assistance payment made upon completion of course.

TYPE OF COURSES: High school equivalency, college credit courses, job-related, adult education courses, college non-credit courses, personal growth, and professional organization seminars.

-M-

MENTAL HEALTH, OFFICE OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. See the program descriptions at the beginning of the State Agencies Section.

CONTACT: Mr. Philip Wexler
Assistant Commissioner
44 Holland Avenue
Albany, New York 12229 (518) 474-2578

MENTAL RETARDATION & DEVELOPMENTAL DISABILITIES

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. See the program descriptions at the beginning of the State Agencies Section.

CONTACT: Mr. Sal Mazzara
Associate Training Technician
44 Holland Avenue
Albany, New York 12229 (518) 474-7620

MILITARY AND NAVAL AFFAIRS, DIVISION OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Major John P. Law
Comptroller
Public Security Building
State Campus
Albany, NY 12226 (518) 457-6960

ELIGIBLE: All permanent employees with one year of service.

LIMITS: 50% - 100% reimbursement depending upon relationship to job.

MILITARY AND NAVAL AFFAIRS, DIVISION OF (CONTINUED)

PAYMENT PLAN: 50% - 100% tuition assistance payment made upon receipt of letter grade "C" or better.

TYPE OF COURSES: Job-related.

MOTOR VEHICLES, DEPARTMENT OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Ms. Sandra McKinney
Associate Personnel Administrator
Manpower/Personnel Division - Training Bureau
Empire State Plaza - South Swan Building
Albany, NY 12228 (518) 474-0858

ELIGIBLE: All full-time employees with six months of permanent employment with the Department.

LIMITS: $500 per employee per year except management confidential $700.

PAYMENT PLAN: Departmental Plan - 100% of tuition, books, and some fees for job related courses that will improve present job performance; 75% of tuition and some fees for courses related to career possibilities in the Department; 50% of tuition and some fees for courses which are career related within state service or part of a degree program.

Management/Confidential - 100% of tuition and some fees for courses directly related to employees' occupational field; 75% of tuition and some fees for courses which are career related or part of a degree program.

Payment is made upon satisfactory completion of the courses.

TYPE OF COURSES: Accredited and non-accredited courses, institutes, workshops, seminars and N.Y.S. Education Department approved correspondence schools.

PARKS AND RECREATION, OFFICE OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. See the program descriptions at the beginning of the State Agencies Section.

CONTACT: Mr. Stuart Berke
Associate Training Technician
Agency Building #1
Empire State Plaza
Albany, NY 12238 (518) 474-0453

POLICE, STATE

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. See the program descriptions at the beginning of the State Agencies Section.

CONTACT: H. C. Joslin
Director of Personnel
State Campus
Albany, NY 12226 (518) 457-2759

PROBATION, DIVISION OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. See the program descriptions at the beginning of the State Agencies Section.

CONTACT: J. J. Feller
Training Director
1134 New Scotland Avenue
Albany, NY 12208 (518) 457-2626

PUBLIC EMPLOYEE RELATIONS BOARD

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: R. Vatalano
Executive Director
50 Wolf Road
Albany, NY 12205 (518) 457-6483

ELIGIBLE: All permanent employees

LIMITS: One course per year.

PAYMENT PLAN: Tuition assistance payment is made upon receipt of a specific grade.

TYPE OF COURSES: College credit and job-related.

PUBLIC SERVICE, DEPARTMENT OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Mr. Walter J. Yarbrough
Sr. Personnel Administrator
Empire State Plaza, Building #3
Albany, NY 12223 (518) 474-2520

ELIGIBLE: All full-time employees.

LIMITS: Six credit hours per semester.

PAYMENT PLAN: 50% - 100% reimbursement upon receipt of letter grade "C" or better. Reimbursement varies with relationship of course to job.

TYPE OF COURSES: Job-related

RESEARCH FOUNDATION OF THE STATE UNIVERSITY OF NEW YORK

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Mr. Colin Campbell
Affirmative Action Employment Manager
P.O. Box 9
Albany, New York 12201 (518) 473-1130

ELIGIBLE: All employees.

LIMITS: Six credit hours per semester.

PAYMENT PLAN: Tuition assistance payment is made upon completion of course.

SENATE, NEW YORK STATE

CONTACT: Mr. John M. Flynn
Director, Student Programs Office
Capitol
Albany, New York 12247 (518) 472-8723

ELIGIBLE: All employees.

LIMITS: One course per year.

PAYMENT PLAN: Voucher at registration, must repay State if course is not completed.
100% - highly job related; 75% - less job related.

TYPE OF COURSES: Job-related: High School Completion/Equivalency; College Credit Courses; Adult Education Courses; some College Non-Credit Courses/Workshops.

SOCIAL SERVICES, DEPARTMENT OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Mr. Chester R. Olszewski
Principal Manpower Specialist
Bureau of Manpower Planning and Development
40 North Pearl Street
Albany, New York 12243 (518) 474-9648

ELIGIBLE: All employees.

LIMITS: 50% reimbursement per course; $300 per year; matriculating students only.

PAYMENT PLAN: 50% reimbursement upon satisfactory completion of course.

TYPE OF COURSES: High school completion, college credit, and job-related.

STATE, DEPARTMENT OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Mr. Greg Montague
Associate Personnel Administrator
162 Washington Avenue
Albany, NY 12231 (518) 474-4929

ELIGIBLE: All full-time permanent employees with one year of service with the Department.

LIMITS: 50% - 100% reimbursement depending upon relation of course to job or career expectations.

PAYMENT PLAN: 50% - 100% reimbursement upon receipt of letter grade "C" or better.

TYPE OF COURSES: Job/career related.

STATE UNIVERSITY OF NEW YORK

Employees are eligible for the Employee Benefits Tuition Support Program. In addition this office administers a special program described below.

CONTACT: Ms. Lia Catalano
Personnel Associate
1400 Washington Avenue
Albany, New York 12222 (518) 457-3924

ELIGIBLE: Faculty, non-teaching professionals, and research foundation employees. Also eligible are classified employees who were disapproved under EBTS.

LIMITS: None.

PAYMENT PLAN: Tuition waiver/reimbursement program.

TAX AND FINANCE, DEPARTMENT OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Mr. Brian C. Murphy
Associate Training Technician
Bureau of Staff Development and Training
Building #8, State Campus
Albany, NY 12226 (518) 457-5963

ELIGIBLE: All employees with one year of service with the Department.

LIMITS: $400 per year.

PAYMENT PLAN: 75% - 100% reimbursement upon receipt of proof of tuition and fee costs and successful completion of the course.

TYPE OF COURSES: Job/career-related.

TEACHERS' RETIREMENT SYSTEM

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Mr. Jon A. Olson
Director of Agency Manpower Management
143 Washington Avenue
Albany, NY 12210 (518) 447-2901

ELIGIBLE: All employees.

LIMITS: None.

PAYMENT PLAN: Tuition assistance payment made upon completion of the course with a letter grade "C" or better.

TYPE OF COURSES: College credit, job-related, and personal growth.

THRUWAY AUTHORITY

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. See the program descriptions at the beginning of the State Agencies Section.

CONTACT: M. Simpkins
Assistant Director of Personnel
Box 189
Albany, NY 12201 (518) 449-1750

TRANSPORTATION, DEPARTMENT OF

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Mr. William G. LaFleur
Director of Training
1200 Washington Avenue
State Campus Building 5-306
Albany, NY 12232 (518) 457-2942

ELIGIBLE: All permanent employees.

LIMITS: $300 per year or 50% reimbursement.

PAYMENT PLAN: Tuition assistance payment is made upon successful completion of the course.

TYPE OF COURSES: High school completion, college credit and non-credit, adult education, personal growth, professional organization seminars, and job-related.

VOCATIONAL REHABILITATION

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Mr. William Clark
Director of Staff Development and Training
Education Department, Rm. 1600
99 Washington Avenue
Albany, NY 12230 (518) 474-7981

ELIGIBLE: All employees.

LIMITS: Four credit hours per semester or two technical courses per semester.

PAYMENT PLAN: Tuition assistance payment is made upon oompletion of course.

TYPE OF COURSES: High school completion, college credit and non-credit, job-related, adult education, personal growth, professional organization seminars, etc.

-W-

WELFARE RESEARCH, INC.

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. In addition this office administers a special program described below.

CONTACT: Ms. Arlene Gilbert-Cole
Administrative Director
112 State Street
Albany, NY 12207 (518) 474-8515

ELIGIBLE: Staff members.

TYPE OF COURSES: Professional development and justified college credit courses.

YOUTH, DIVISION FOR

Employees are eligible for the Employee Benefits Tuition Support and the Management Confidential Program. See the program descriptions at the beginning of the State Agencies Section.

CONTACT: Ms. Maija Collins
Sr. Training Technician
84 Holland Avenue
Albany, NY 12208 (518) 474-8245

C. Local Government Agencies

ADIRONDACK COMMUNITY COLLEGE

CONTACT: Mr. Charles R. Eisenhart
President
Glens Falls, NY 12801 (518) 793-4491

ELIGIBLE: All union and non-union, executives, and office staff.

LIMITS: None.

PAYMENT PLAN: Tuition waiver at 50%.

TYPE OF COURSES: College credit and non-credit.

ALBANY, CITY OF

CONTACT: T. G. Burns
City Clerk
City Hall
Albany, NY 12207 (518) 472-8143

ELIGIBLE: Police, fire, and CETA disadvantaged employees.

LIMITS: Within reason.

PAYMENT PLAN: Tuition assistance payment made upon completion of course.

TYPE OF COURSES: High school completion and job-related.

ALBANY, COUNTY OF

CONTACT: Mr. Terrance McArdle
Director of Employee Relations
Court House
Albany, NY 12207 (518) 445-7701

ELIGIBLE: All employees.

ALBANY, COUNTY OF (CONTINUED)

LIMITS: One course per semester; 50% tuition reimbursement; 100% reimbursement in hardship cases.

PAYMENT PLAN: 50% reimbursement upon successful completion of course.

TYPES OF COURSES: Job-related.

ALTAMONT, VILLAGE OF

CONTACT: Ms. Beryl N. Grant
Clerk - Treasurer
Main Street
Altamont, NY 12009 (518) 861-8554

ELIGIBLE: All employees.

LIMITS: None.

PAYMENT PLAN: 100% reimubursement upon registration for course if approved in advance.

TYPE OF COURSES: College credit and non-credit; job-related.

CLINTON COMMUNITY COLLEGE

CONTACT: Mr. Alfred B. Light
President
Plattsburgh, NY 12901 (518) 561-6650

ELIGIBLE: Faculty.

LIMITS: Varies but approximately 50% of tuition per year.

PAYMENT PLAN: Tuition waiver.

TYPE OF COURSES: College credit courses.

COHOES, CITY OF

CONTACT: Mr. Ronald Canestrari
Mayor
City Hall
Cohoes, NY 12047 (518) 237-7811

ELIGIBLE: All employees

LIMITS: Budget is only limiting factor.

PAYMENT PLAN: Tuition assistance payment made upon receipt of specific grade.

TYPE OF COURSES: College credit and non-credit; job related.

GUILDERLAND, TOWN OF

CONTACT: Mr. Carl J. Walters
Supervisor
Supervisor's Office
Guilderland, NY 12084 (518) 356-1980

ELIGIBLE: All employees.

LIMITS: None.

PAYMENT PLAN: Tuition assistance payment made upon registration.

TYPE OF COURSES: College credit and non-credit; job related.

LONG LAKE, TOWN OF

CONTACT: Ms. Ethel Houghton
Town Clerk
Long Lake, NY 12847 (518) 624-2604

ELIGIBLE: All employees.

LIMITS: One course per month; no reimbursement for tuition.

PAYMENT PLAN: Reimbursement for mileage, meals, and hotels upon completion of course.

TYPE OF COURSES: Job-related.

RICHMONDVILLE, TOWN OF

CONTACT: Mr. Leon E. Butler
Supervisor
Richmondville
New York 12149 (518) 294-8851

ELIGIBLE: Executives.

PAYMENT PLAN: Tuition assistance payment made upon registration of course and with town board approval.

TYPE OF COURSES: Job-related.

SARATOGA COUNTY

CONTACT: Mr. Arthur Eggleston
Director of General Services
40 McMaster Street
Ballston Spa, NY 12020 (518) 885-5381

ELIGIBLE: Office staff, union and non-union employees. Employees must have approval of department head for courses beneficial to their work.

LIMITS: $100 per semester.

PAYMENT PLAN: Tuition assistance payment made upon completion of course.

TYPE OF COURSES: Job-related.

SCHENECTADY, CITY OF

CONTACT: Mr. Wayne V. Chapman
City Manager
City Hall
Jay Street
Schenectady, NY 12305 (518) 382-5000

ELIGIBLE: Union members.

LIMITS: 50% of tuition per course.

PAYMENT PLAN: 50% reimbursement upon completion of the course.

TYPE OF COURSES: College credit and non-credit; job-related.

SCHENECTADY, COUNTY OF

CONTACT: County Manager
County Office Building
Schenectady, NY 12307 (518) 382-3272

ELIGIBLE: All employees.

LIMITS: 6 credit hours per semester; 50% reimbursement.

PAYMENT PLAN: 50% reimbursement upon completion of course.

TYPE OF COURSES: Job-related.

D. Non-Profit & Human Service Agencies

ADVENTIST NURSING HOME

CONTACT: Dale Lind
Adminstrator
Rte. 9, Box 95
Livingston, NY 12541 (518) 851-3041

ELIGIBLE: Full-time employees and part-time employees who work 20 or more hours. Preference is given to full-time employees.

LIMITS: 50% reimbursement for tuition, books, and application up to six credits per semester.

PAYMENT PLAN: 50% reimbursement made upon successful completion of the course.

TYPE OF COURSES: College credit and job-related.

ALBANY MEDICAL COLLEGE

CONTACT: Judith Q. Hoult
Personnel Assistant
47 New Scotland Avenue
Albany, NY 12208 (518) 445-5069

ELIGIBLE: All full-time employees with one year of service and a B.S. or B.A.

LIMITS: Maximum of two basic science medical curriculum courses per employee.
Maximum of four graduate courses per employee.

PAYMENT PLAN: Tuition waiver.

TYPE OF COURSES: Graduate or basic science medical curriculum courses.

BLUE CROSS OF NORTHEASTERN NEW YORK

CONTACT: Mr. Kenneth M. Kroth
Manager of Training
P.O. Box 8650
Albany, NY 12208 (518) 475-2407

CIVIL SERVICE EMPLOYEES ASSOCIATION

CONTACT: Mr. Thomas Whitney
Director of Personnel
33 Elk Street
Albany, NY 12224

ELIGIBLE: All employees.

LIMITS: $300 per year or 75% reimbursement.

PAYMENT PLAN: 75% reimbursement upon completion of course; 100% reimbursement upon receipt of letter grade "A".

TYPE OF COURSES: High school completion; college credit and non-credit; job-related.

COLUMBIA MEMORIAL HOSPITAL

CONTACT: P. N. Donatelli
Administrator
71 Prospect Avenue
Hudson Falls, NY 12534

COMMUNITY HOSPITAL

CONTACT: T. Reardon
Administrator
Elizabethtown
New York 12932 (518) 873-6377

ELIGIBLE: Executives.

LIMITS: None.

PAYMENT PLAN: Tuition assistance payment made upon registration for course.

TYPE OF COURSES: College credit.

GIRL SCOUTS OF U.S.A.

CONTACT: National Office
Department of Educational Services
830 Third Avenue
New York, NY 10022 (212) 940-7500

ELIGIBLE: All employees.

LIMITS: $500 per year.

PAYMENT PLAN: Tuition assistance payment is made upon registration for course.

TYPE OF COURSES: Job-related.

HALLMARK NURSING CENTER

CONTACT: Ms. Betsy E. Lucci
Administrator
152 Sherman Avenue
Glens Falls, NY 12801 (518) 793-2575

HIGHGATE MANOR OF RENSSELAER

CONTACT: Mr. Jeff Goldshine
Administrator
100 New Turnpike Road
Troy, New York 12182 (518) 235-1410

ELIGIBLE: All full-time certified employees.

LIMITS: 50% reimbursement.

PAYMENT PLAN: 50% reimbursement upon registration for course.

TYPE OF COURSES: Job-related.

LEONARD HOSPITAL

CONTACT: Mrs. Bibb
Assistant Director of Personnel
74 New Turnpike Road
Troy, New York 12182 (518) 235-0310

ELIGIBLE: All employees.

LIMITS: Two courses per semester.

PAYMENT PLAN: Tuition assistance payment is made upon completion of course with letter grade "C" or better.

TYPE OF COURSES: College credit and job-related.

NEW YORK STATE NURSES ASSOCIATION

CONTACT: Ms. Veronica M. Driscoll
Executive Director
2113 Western Avenue
Guilderland, NY 12084 (518) 456-9333

ELIGIBLE: All employees. Non-executive and program staff must complete a year of employment to be eligible.

LIMITS: Eight credits per year.

PAYMENT PLAN: 50% upon registration and 50% upon completicn of course.

TYPE OF COURSES: College credit and non-credit; adult education courses; and job-related.

-p-

PROFESSIONAL INSURANCE AGENTS

CONTACT: Erna Theisen
Comptroller
P.O. Box 196
Glenmont, NY 12077 (518) 434-3111

ELIGIBLE: All employees.

LIMITS: None.

PAYMENT PLAN: Tuition assistance payment made upon completion of course with letter grade "C" or better.

TYPE OF COURSES: College credit and non-credit; adult education; personal growth; job-related.

RENSSELAER POLYTECHNIC INSTITUTE

CONTACT: Ms. Jill Keyes
Senior Secretary
110 Eighth Street
Troy, NY 12181 (518) 270-6530

ELIGIBLE: All employees who work at least 20 hours per week.

LIMITS: Two courses per semester.

PAYMENT PLAN: Tuition is 100% paid upon registration; all courses must be taken at RPI.

TYPE OF COURSES: College credit.

RUSSELL SAGE COLLEGE

CONTACT: Ms. Dana Wright
Comptroller
65 First Street
Troy, NY 12180 (518) 270-2201

ELIGIBLE: All employees.

LIMITS: Courses must be taken at Russell Sage College.

PAYMENT PLAN: Tuition assistance payment made upon registration

TYPE OF COURSES: College credit courses.

THE SALVATION ARMY

CONTACT: Major Gordon Sharp
Education Secretary
22 Clinton Avenue
Albany, NY 12202 (518) 463-0308

ELIGIBLE: All full-time employees.

LIMITS: None.

PAYMENT PLAN: Upon approval of application by regional office.

TYPES OF COURSES: College credit and job-related.

SARATOGA HOSPITAL

CONTACT: Ms. Maureen Kelsey, RN
Director of Training
211 Church Street
Saratoga Springs, NY 12866 (518) 584-6000 Ext. 22

SIENA COLLEGE

CONTACT: Mr. Anthony Pondillo
Comptroller
Loudonville, NY 12211 (518) 783-2300

ELIGIBLE: All full-time employees.

LIMITS: Courses must be taken at Siena College, faculty at any accredited college.

PAYMENT PLAN: Tuition waiver for cost of tuition; employee must pay for own books and fees.

TYPES OF COURSES: Siena College courses, college credit courses.

SKIDMORE COLLEGE

CONTACT: F. Euler
Assistant Comptroller
Saratoga Springs, NY 12866 (518) 584-5000

ELIGIBLE: All employees.

LIMITS: One course per semester.

PAYMENT PLAN: Tuition assistance payment made upon registration for course.

TYPE OF COURSES: College credit courses.

ST. PETER'S HOSPITAL

CONTACT: Mr. James E. McGuinness
Manager
New Scotland Avenue
Albany, NY 12208 (518) 471-1293

TERESIAN HOUSE

CONTACT: Mr. James Cameron
Director of Personnel
Washington Avenue Extension
Albany, NY 12203 (518) 456-2000

ELIGIBLE: Executives, department heads, nurses and supervisors.

LIMITS: $200 per year and 50% of tuition.

PAYMENT PLAN: 50% reimbursement upon completion of the course.

TYPE OF COURSES: College credit and non-credit; personal growth; and job-related.

TRUDEAU INSTITUTE, INC.

CONTACT: Mr. Allen Logie
Administrator
P.O. Box 59
Saranac Lake, NY 12983 (518) 891-3080

ELIGIBLE: All employees.

PAYMENT PLAN: 75% reimbursement upon successful completion of the course.

TYPE OF COURSES: Job-related.

UNION COLLEGE

CONTACT: G. Richards
Personnel
Schenectady, NY 12308 (518) 270-6108

ELIGIBLE: All full-time permanent employees.

LIMITS: One course per term.

PAYMENT PLAN: Tuition waived upon registration.

TYPE OF COURSES: College credit courses.

E. Private Employers

ADDRESSOGRAPH MULTIGRAPH CORPORATION

CONTACT: R. K. Dailey
Manager of Employee Relations
1834 Walden Office Square
Schaumburg, Illinois 60196 (312) 397-1900

1535 Western Ave.
Albany, New York 12203 (518) 456-6633

ELIGIBLE: All full-time employees over 18 years of age with six months of service and not represented by a bargaining unit.

LIMITS: $700 per year.

PAYMENT PLAN: 50% upon registration and 25% upon completion of course with a grade "C" or better.

TYPE OF COURSES: Job related.

ADIRONDACK STEEL CASTING COMPANY, INC.

CONTACT: Mr. Richard Rossi
Personnel Administrator
Watervliet Shaker Rd.
Watervliet, NY 12189 (518) 273-3430

ELIGIBLE: All full-time employees.

LIMITS: None.

PAYMENT PLAN: Payment varies depending upon the relationship of the course to the business.

TYPES OF COURSES: Job related and college credit courses.

ADIRONDACK TRUST COMPANY

CONTACT: Paul R. Rouillard
Vice President
473 Broadway
Saratoga Springs, NY 12866 (518) 885-1343

AETNA LIFE & CASUALTY

CONTACT: Paula J. Carbo
Coordinator
151 Farmington Ave.
Hartford, Conn. (203) 273-2444

41 State St.
Albany, NY 12207 (518) 445-6415

ELIGIBLE: All full-time permanent employees with at least six months of service and a performance appraisal for individual courses; one year of service and a performance appraisal for degree programs.

LIMITS: Two courses per semester.

PAYMENT PLAN: 100% reimbursement for costs of registration, tuition, library and laboratory fees upon receiving a passing grade. Reimbursements for degree programs contingent upon budget limitations.

TYPES OF COURSES: Individual job-related courses or degree programs which will benefit both the employee and company.

ALBANY INTERNATIONAL CORPORATION

CONTACT: Lin W. Bass
Personnel Administration Manager
P.O. Box 1109
Albany, NY 12201 (518) 445-2236

ALBANY INTERNATIONAL CORPORATION (CONTINUED)

ELIGIBLE: All employees.

LIMITS: None.

PAYMENT PLAN: Reimbursement upon completion of course ranges from 50% - 100% depending upon the relation of the course to one's employment. Reimbursement covers cost of tuition, fees, and books.

TYPE OF COURSES: Job related.

AL TECH SPECIALTY STEEL CORPORATION

CONTACT: E. Skinner
Supervisor of Training and Safety
P.O. Box 91
Watervliet, NY 12189 (518) 273-4110

AMSTERDAM PRINTING AND LITHOGRAPHY CORPORATION

CONTACT: Donald Austin
Personnel Manager
Wallins Corner Road
Amsterdam, NY 12010 (518) 842-6000

BASF WYANDOTTE CORPORATION

CONTACT: J. M. Wittig
Supervisor, Employee Relations
Riverside Avenue
Rensselaer, NY 12144 (518) 465-4511

ELIGIBLE: All full-time employees.

LIMITS: None.

PAYMENT PLAN: For undergraduate courses - 100% for "A", 90% for "B", 75% for "C". For graduate courses - 100% for "A", 90% for "B". Employees are reimbursed for tuition, registration fees, lab fees, and two textbooks upon completion of course.

TYPE OF COURSES: High school completion, college credit, and job related non-credit.

BANK OF NEW YORK

CONTACT: Janice Landrigan
Personnel Adminstrator
1084 Madison Avene
Albany
New York 12208 (518) 489-4711

ELIGIBLE: All full-time employees.

LIMITS: Nine credits per semester.

PAYMENT PLAN: Full reimbursement upon completion of course with grade "C" or better.

TYPE OF COURSES: Job related.

BENDIX FRICTION MATERIALS INC.

CONTACT: R. Blair
Director of Employee Relations
P.O. Box 238
Troy, NY 12181 (518) 273-6550

CENTRAL NATIONAL BANK, CANAJOHARIE

CONTACT: D. A. Carlson
AVP & Director of Human Relations
24 Church St.
Canajoharie, NY 13317 (518) 673-3243

PAYMENT PLAN: Upon satisfactory completion of course employees will be reimbursed for tuition, books, and if necessary meals and mileage.

TYPE OF COURSES: AIB courses, graduate courses offered by various banking affiliations, and college courses.

CLEV PAK SPECIALTY PACKAGING, INC.

CONTACT: S. S. Douglas
Office Manager
Victory Mills
New York 12884 (518) 692-3211

COLECO INDUSTRIES

CONTACT: M. Rochester
Personnel Manager
Personnel Department
P.O. Box 1100
Gloversville, NY 12078 (518) 725-8601

ELIGIBLE: All technical, engineering, and administrative employees.

LIMITS: None.

PAYMENT PLAN: 100% reimbursement for letter "A"; 80% reimbursement for letter "B"; 60% reimbursement for letter "C".

TYPE OF COURSES: College credit and non-credit and job-related.

CRANBERRY BOG RESTAURANT, INC.

CONTACT: S. Feigenheimer
Manager
56 Wolf Road
Albany, NY 12205 (518) 459-5110

CRELLIN PLASTICS, INC.

CONTACT: Dean West
Personnel Manager
87 Center St.
Chatham, NY 12037 (518) 392-2000

DENBY STORES, INC.

CONTACT: Barbara M. Sax
Director of Personnel
236 Broadway
Menands, NY 12204 (518) 449-3300

FARM FAMILY INSURANCE COMPANY

CONTACT: David Neville
Personnel Director
P.O. Box 656
Albany, NY 12201 (518) 436-9751

FAULTFINDERS INC.

CONTACT: Department Manager
15 Avis Drive
Latham
New York 12110 (518) 783-7786

ELIGIBLE: All full-time employees.

LIMITS: None.

PAYMENT PLAN: Employee receives 110% reimbursement for letter "A"; 100% reimbursement for letter "B"; 80% reimbursement for letter "C". Proof of final grade must be submitted before reimbursement is granted.

TYPE OF COURSES: Job related offered by an accredited institution.

FIRESTONE TIRE AND RUBBER COMPANY

CONTACT: Sales Manager
200 Broadway
Albany
New York 12204 (518) 465-1062

ELIGIBLE: All employees.

LIMITS: None.

PAYMENT PLAN: Reimbursement upon completion of course.

TYPE OF COURSES: Job related and college credit courses.

GARDEN WAY MANUFACTURING COMPANY

CONTACT: Ted Sekellick
Personnel Manager
102nd St. and 9th Ave.
Troy, NY 12180 (518) 235-6010

ELIGIBLE: All full-time employees with one year of continuous service.

LIMITS: Two courses per semester.

PAYMENT PLAN: 100% reimbursement for company initiated courses; 75% reimbursement for voluntary job related courses/programs upon sucessful completion of course with letter "C" or better for undergraduate, "B" or better for graduate; 50% reimbursement for non-job related courses upon successful completion of course with letter "C" or better for undergraduate, "B" or better for graduate.

TYPES OF COURSES: Job related or career development related courses or programs.

GENERAL FOODS CORPORATION

CONTACT: N. F. Riester
Personnel Manager
P.O. Box 336
Geyser Road
Saratoga Springs, NY 12866 (518) 584-7000

ELIGIBLE: All employees with three months of service.

LIMITS: None.

PAYMENT PLAN: 100% reimbursement upon completion of course.

TYPES OF COURSES: Within the scope of the company business.

GENERAL TELEPHONE OF UPSTATE NEW YORK

CONTACT: Robert C. Sproule
Personnel Department
850 Harrison Street Extension
Johnstown, NY 12095 (518) 762-6535

ELIGIBLE: All full-time employees.

TYPES OF COURSES: Job related.

GOLUB CORPORATION

CONTACT: Bill Osterstrom
Manager Training and Communications
P.O. Box 1074
Schenectady, NY 12301 (518) 355-5000

GRAND UNION COMPANY

CONTACT: W. Edward Ehmann
Personnel Manager
P.O. Box 66
Waterford, NY 12188 (518) 237-1040

-H-

HELMONT MILLS

CONTACT: E. H. Truax
Controller
St. Johnsville
New York 13452 (518) 568-7415

ELIGIBLE: All employees.

LIMITS: None.

PAYMENT PLAN: 50% reimbursement (including books) upon registration and 50% reimbursement upon successful completion of course.

TYPES OF COURSES: Job related.

HONEYWELL

CONTACT: Divisional Branch Manager
Pine West Park
Washington Avenue Extension
Albany, NY 12205 (518) 456-7000

ELIGIBLE: All employees.

LIMITS: None.

TYPES OF COURSES: Job related.

HUYCK FELT COMPANY

CONTACT: L. J. Wagner
Manager of Industrial Relations
Washington and Rensselaer Avenue
Albany, NY 12204 (518) 445-2649

INTERMAGNETICS GENERAL CORPORATION

CONTACT: Myron E. Leach
Corporation Counsel, Mgr. - Administration
P.O. Box 566
Guilderland, NY 12084 (518) 456-5456

ELIGIBLE: All employees.

LIMITS: None.

PAYMENT PLAN: Reimbursement upon receipt of letter grade "B" or better.

TYPES OF COURSES: Job related and college credit.

INTERPACE CORPORATION

CONTACT: James B. Welch
Director of Personnel Services
Parsippany
New Jersey 07054 (201) 335-1111

ELIGIBLE: All employees.

LIMITS: None.

TYPES OF COURSES: Job related.

LEHIGH PORTLAND CEMENT COMPANY

CONTACT: Judith B. Corbisiero
Personnel Assistant
Box 117
Cementon, NY 12415 (518) 943-2200

ELIGIBLE: All employees.

LIMITS: None.

PAYMENT PLAN: 50% upon registration and 50% upon receipt of a specific grade.

TYPES OF COURSES: Job related and college credit and non-credit courses.

LIBERTY MUTUAL INSURANCE COMPANY

CONTACT: Warren E. Marshall
Manager of Personnel Development
175 Berkeley Street
Boston, Mass 02117 (617) 357-9500

ELIGIBLE: All employees are eligible for insurance courses and department recommended courses. All employees with one year of service are eligible for elective courses.

LIMITS: None.

PAYMENT PLAN: 100% payment for department recommended courses upon receipt of invoice or registration form; 75% payment for designation and diploma programs upon receipt of invoice or registration and 25% reimbursement upon passing the examination; 33% payment for elective courses upon registration and another 33% reimbursement upon successful completion of the course. Reimbursement includes tuition, registration, fees, and books.

TYPES OF COURSES: Department recommended, job related, and self-improvement.

LIFESAVERS INC.

CONTACT: Eileen J. Coddington
Personnel Assistant
Church St.
Canajoharie, NY 13317 (518) 673-3553

MACY'S

CONTACT: C. Fendell
Personnel Manager
Wolf Road & Route 5
Albany, NY 12205 (518) 459-1950

MANNING PAPER COMPANY

CONTACT: Mr. E. Edward Dunavin
Personnel Manager
68 George St.
Green Island, NY 12183 (518) 273-6320

ELIGIBLE: All salaried employees with at least one year of continuous service.

LIMITS: Eight credit hours per semester or course period and no more than $800 per year in reimbursements.

PAYMENT PLAN: Upon successful completion of the course(s) with a letter grade "C" or better the employee will be reimbursed by the personnel department.

TYPE OF COURSES: Job-related.

MOHAWK FURNITURE COMPANY

CONTACT: Mr. Fred Petraske
Personnel Department
Broadalbin, NY 12025 (518) 883-3424

ELIGIBLE: All full-time employees over 18 years.

LIMITS: None.

PAYMENT PLAN: 100% reimbursement upon registration for course.

TYPE OF COURSES: Short night courses only (5-8 weeks).

NATIONAL CATHETER COMPANY

CONTACT: Mr. Peter Seipel
Personnel Manager
Argyle, NY 12809 (518) 638-8232

ELIGIBLE: All full-time salaried employees.

LIMITS: 75% of course.

PAYMENT PLAN: 75% reimbursement upon successful completion of undergraduate course with letter grade "C" or better; successful completion of graduate course with letter grade "B" or better.

TYPE OF COURSES: Job-related and professional development.

NEW YORK TELEPHONE

CONTACT: Personnel Supervisor
1095 Avenue of Americas
Room 3726
New York, NY (212) 395-0772

ELIGIBLE: All regular part-time and full-time employees.

LIMITS: $500 maximum reimbursement for part-time employees; $1000 maximum reimbursement for full-time employees.

PAYMENT PLAN: Full-time employee - 50% for first $600; 100% thereafter for maximum of $1000 payment per person. Part-time - 25% for first $600, 50% thereafter for maximum of $500 payment per person.

TYPE OF COURSES: College level job-related courses.

NASHUA CORPORATION

CONTACT: Mr. Richard Abrahamson
Personnel Manager
2600 7th Avenue
Watervliet, NY 12189 (518) 273-5020

ELIGIBLE: All regular full-time employees.

LIMITS: 75% of tuition, registration, textbooks and laboratory fees. Not to exceed more than $1000 for any one person during any consecutive 12 month period during which courses were taken.

PAYMENT PLAN: 75% reimbursement upon successful completion of course.

TYPE OF COURSES: Professional-development and job-related courses.

NIBCO OF NEW YORK

CONTACT: Mr. Erwin Johnson
Personnel Manager
South Harrison Avenue
South Glens Falls
New York 12801 (518) 793-2567

NORTON COMPANY, CAD

CONTACT: Ms. Elizabeth A. Harrigan
Benefits Administrator
P.O. Box 808
Troy, NY 12181 (518) 273-0100

-0-

OTTAWAY NEWSPAPERS INC.

CONTACT: Mr. Ed Hill
Assistant to the President
P.O. Box 401
Campbell Hall, NY 10916 (914) 294-8181

PIONEER SAVINGS BANK

CONTACT: Edward D. Long
Treasurer
21 Second St.
Troy, NY 12180 (518) 274-4800

ELIGIBLE: Qualified permanent full-time employees with one year of service.

PAYMENT PLAN: 100% reimbursement upon successful completion of course with letter grade "C" or better.

TYPE OF COURSES: Job-related.

PITNEY BOWES INC.

CONTACT: C. J. Ryan
Manager
Corporate Employee Services
Walnut & Pacific Sts.
Stamford, CT 06904 (203) 356-5006

ELIGIBLE: All full-time permanent employees.

PAYMENT PLAN: 100% reimbursement upon successful completion of course with letter grade "C" or better, letter grade "D" is acceptable only if applied toward a degree program.

TYPE OF COURSES: Courses required for high school equivalency and job-related accredited courses.

PRUDENTIAL INSURANCE COMPANY

CONTACT: Frances A. DeCoste
Tuition Refund Administrator
P.O. Box 141
Personnel Division, 4T
Boston, MA 02199 (617) 236-3242

ELIGIBLE: All full-time employees.

LIMITS: $2000 per year.

PAYMENT PLAN: 80% reimbursement per course.

TYPE OF COURSES: Job-related.

RAMADA INN

CONTACT: T. Richardson
General Manager
450 Nott St.
Schenectady, NY 12308 (518) 370-7151

ELIGIBLE: All employees.

LIMITS: None.

PAYMENT PLAN: 100% reimbursement for grade "A"; 80% reimbursement for grade "B"; 70% reimbursement for grade "C".

TYPE OF COURSES: College credit and job related.

RIST FROST, ASSOCIATES

CONTACT: William F. Davidson
Manager of Business Affairs
21 Bay Street
Glens Falls, NY 12801 (518) 793-4141

ELIGIBLE: Employees with one year of employment.

LIMITS: 50% of tuition and 2 courses per year.

PAYMENT PLAN: 50% reimbursement upon successful completion of course with passing grade.

TYPE OF COURSES: Job-related, college credit and non-credit, and personal growth.

SCHENECTADY TRUST COMPANY

CONTACT: Committee
320 State Street
Schenectady
New York 12301 (518) 292-4131

ELIGIBLE: Full-time executives and office staff with six months of service.

LIMITS: Nine credit hours per year per employee.

PAYMENT PLAN: 100% reimbursement upon completion of course with letter grade "C" or better.

TYPE OF COURSES: Job-related, college credit and non-credit, personal growth.

SCOTT PAPER COMPANY

CONTACT: W. J. Bombardier
Manpower Development Manager
Eddy Street
Fort Edward, NY 12828 (518) 747-4151

ELIGIBLE: Permanent or qualifying employees.

LIMITS: Two courses per year.

PAYMENT PLAN: Refunds for tuition, required fees, and up to $25 for books upon successful completion of course with passing grade or satisfactory completion of non-graded course work.

TYPE OF COURSES: High school equivalency, college credit, adult education, college non-credit.

SOUTHWORTH MACHINERY INC.

CONTACT: C. S. Foresman
President
Menands, NY 12204 (518) 465-5255 Ext. 30

ELIGIBLE: Executives and office staff

LIMITS: None.

PAYMENT PLAN: Tuition assistance payment made upon registration of course. Employees understand that courses must be completed satisfactorily.

TYPE OF COURSES: Job-related.

STERLING-WINTHROP RESEARCH INSTITUTE

CONTACT: Mr. Randall Weston
Director of Personnel
Columbia Turnpike
Rensselaer, NY 12144 (518) 445-8253

ELIGIBLE: All full-time salaried employees.

PAYMENT PLAN: 75% reimbursement upon registration; 25% reimbursement upon successful completion of course.

TYPE OF COURSES: Job-related/professional development.

STIEFEL LABORATORIES

CONTACT: Mr. Robert A. Willowe
Personnel Manager
Oak Hill
New York 12083 (518) 239-6901

STIEFEL LABORATORIES (CONTINUED)

ELIGIBLE: All employees.

LIMITS: None.

PAYMENT PLAN: 110% reimbursement for letter "A"; 100% reimbursement for letter "B" or "C"; 50% reimbursement for letter "D".

TYPE OF COURSES: High school equivalency, college credit and non-credit, adult education, and job-related.

L. A. SWYER

CONTACT: Mr. Lewis A. Swyer
President
85 Watervliet Avenue
Albany, NY 12206 (518) 489-4726

ELIGIBLE: All employees.

LIMITS: None.

PAYMENT PLAN: Tuition assistance payments made upon registration.

TYPE OF COURSES: High school equivalency, college credit and non-credit, and job-related.

N. A. TAYLOR COMPANY

CONTACT: Controller
10 W Ninth Avenue
Gloversville
New York 12078 (518) 725-0681 Ext. 36

TERBUSH AND POWELL

CONTACT: Ms. Mary Lou Edick
Personnel Manager
148 Clinton Street
Schenectady, NY 12305 (518) 370-8711

ELIGIBLE: All employess with six months of service.

LIMITS: None.

PAYMENT PLAN: Tuition assistance payments made upon successful completion of courses with letter grade "C" or better.

TYPES OF COURSES: College credit and non-credit, job-related.

-U-

UNION CAMP CORPORATION

CONTACT: R. J. Potter
General Accounting Clerk
P.O. Box 728
Glens Falls, NY 12801 (518) 793-3424

ELIGIBLE: Non-union employees.

LIMITS: None.

PAYMENT PLAN: Tuition assistance payment made upon successful completion of course with letter grade "C" or better.

TYPE OF COURSES: Job-related.

WALTER MOTOR TRUCK COMPANY

CONTACT: Mr. Michael Kenyon
Personnel Manager
School Road
Voorheesville, NY 12186 (518) 765-2321

ELIGIBLE: Executives and office staff.

LIMITS: $100 limit per year for office staff.

PAYMENT PLAN: Tuition assistance payment made upon completion of course with grade "C" or better.

TYPE OF COURSES: Job-related.

WEST END FEDERAL SAVINGS AND LOAN ASSOCIATION

CONTACT: Mr. S. D. Pais
Vice President
P.O. Box 8008
Albany, NY 12203 (518) 489-3221

ELIGIBLE: All employees.

LIMITS: None.

PAYMENT PLAN: Tuition assistance payment made upon completion of course with passing grade.

TYPE OF COURSES: Job-related.

WHITE MOP WRINGER COMPANY

CONTACT: C. L. Chappell
Vice President for Finance
Box 277
Fultonville, NY 12072 (518) 853-3451

ELIGIBLE: Executives, office staff, and non-union employees.

LIMITS: None.

PAYMENT PLAN: 80% reimbursement upon completion of the course.

TYPE OF COURSES: Job-related.

FEEDBACK FORM

Suggestions on how to improve future editions would be appreciated:

Format Changes (in the Guide or any individual section) -

Additional Information Needs (not included in the Guide) -

Additional Programs/Organizations (that should be included in the Guide) -

Corrections/Changes in Copy -

PLEASE RETURN TO: COUNCIL FOR THE ADVANCEMENT OF LIFELONG LEARNING (CALL)
P.O. BOX 489
LATHAM
NEW YORK 12110
(518) 785-3219